

Community College of Philadelphia

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, October 26, 2017
Meeting Time:	The meeting was called to order at 3:35 p.m.
Attendees:	Tarsha Walton, Jon Brown, Joan Bush, Mary Yannuzzi, Melissa Altman-Traub, Donna Richemond, Anna Seixas, Sarah Byker James, Chris Theodoropoulos, Kristi Bergman, Wendy Kohler, Jason Roscoe, Bonnie Harrington, James Yelverton, and Jacob Cannon.
Facilitators:	Jon Brown and Melissa Altman-Traub
Guests:	Carmen Colon and Girija Nagaswami
Location:	BG-07G
Topic:	Various Topics

Discussion Points

Review of Minutes

The minutes from the September 28, 2017 were reviewed by the committee. There were two minor edits to the minutes. A motion was made to accept the minutes, with the edits by Jon Brown and was seconded by Tarsha Walton. All members voted yes to approve the minutes.

Old Business

Jon Brown announced that the committee meeting can be moved to the third Thursday of each month. Currently the committee meets on the fourth Thursday of each month. The change of the meeting date would be an attempt to better align with the IWC meetings. Jon Brown and Melissa Altman-Traub announced that the November 16 meeting will be canceled since the College Town Hall meeting is at the same time. The next committee meeting will be on Thursday, December 14, 2017.

There was follow-up discussion about how and when policies are updated once they are approved by IWC. Joan Bush will inquire about the process and report at the next meeting.

New Business

Girija Nagaswami and Carmen Colon presented proposed changes to the Completion of Registration Policy (P&P 13). The proposal includes changing the name of the policy to Adding Courses After Start of Term. There was a lengthy discussion about the number of class periods would occur before students would need to get a signature to enroll in the class. There were

concerns discussed related to lab classes. The committee agreed that Girija would reach out to the Biology Department to see if there was a way to hold lab safety sessions on the second or third class meeting or to hold a general session for students to learn about lab safety. The committee agreed with the following change to the policy: ***For only 7 week terms or greater parts of term at the College, if a course has met for two class periods, then the written approval of the instructor is required to add a course prior to the third class period.***

In addition, there were a number of wording changes, therefore, Girija and Carmen will make edits to the proposed changes to the policy and bring it back to the committee in December.

A motion was made to adjourn the meeting at 4:50 p.m. motion by Tarsha Walton, seconded by Jon Brown.

The next meeting will be held on December 14, 2017 at 3:30 p.m. in BG-07.